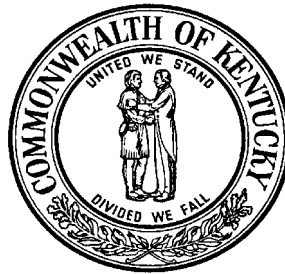


**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT OF THE
CAMPBELL COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2001
Through November 26, 2002**



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CONTENTS

PAGE

AGREED-UPON PROCEDURES REPORT	1
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EDWARD B. HATCHETT, JR.
AUDITOR OF PUBLIC ACCOUNTS

Dana Mayton, Secretary, Revenue Cabinet
Honorable Mariann G. Dunn
Campbell County Property Valuation Administrator
Campbell County Courthouse
Newport, Kentucky 41071

Independent Accountant's Report

We have performed the procedures enumerated below, which were agreed to by the Campbell County Property Valuation Administrator, solely to assist you with the accountability for statutory contribution receipts and disbursements, including capital outlay disbursements, city government receipts, record keeping, a sample of disbursements, and leases and contracts for the period July 1, 2001 through November 26, 2002. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Campbell County Property Valuation Administrator. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the Property Valuation Administrator has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month.

Finding-

The Property Valuation Administrator has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month.

Client Response - *None*

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded city receipts agree with confirmations and all appropriate cities are included on the Property Valuation Administrator's records.

Client Response - *None*



Dana Mayton, Secretary, Revenue Cabinet
Honorable Mariann G. Dunn
Campbell County Property Valuation Administrator
(Continued)

3. Procedure -

Compare the budgeted statutory contribution of fiscal court to the legally required amounts calculated by the Revenue Cabinet. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the Property Valuation Administrator's local bank account.

Finding -

The fiscal court budgeted the appropriate statutory contribution required by the Revenue Cabinet and made payments to the Property Valuation Administrator. The Property Valuation Administrator deposited the statutory contribution payments to the local bank account with the exception of the last payment which was received November 6, 2002 and was deposited on November 26, 2002.

Client Response - *Check was deposited to Provident Account today.*

4. Procedure -

Select a sample of disbursements from available Property Valuation Administrator's records and agree amounts to cancelled checks, paid invoices, or other supporting documentation. Determine if the expenditure is for official business.

Finding -

Selected disbursements had proper supporting documentation and appear to be for official business.

Client Response - *None*

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets.

Finding -

Capital outlay disbursements appear to be properly documented and for official business. The location of all new assets has been verified. However, bids were not properly obtained in purchasing new computers and servers to be used as part of the network.

Client Response - *The equipment is not part of the network system- it represents hardware needed for the PVA office. These computers are replacing very old PC's-many that cannot even handle Windows 98. This purchase would have been made regardless of the clerk's purchase or the new software system.*

The servers are hardware needed to implement the new software. The clerk's office handles these purchases and bills us our percentage. Obviously this purchase should have gone out to bid.

Dana Mayton, Secretary, Revenue Cabinet
Honorable Mariann G. Dunn
Campbell County Property Valuation Administrator
(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

There were no vehicle lease agreements, or personal service contracts. Auditor noted one professional service contract which appeared to be proper. There is also an agreement with the Campbell County Clerk to pay 44% of the costs of the computer network. There are two agreements associated with this and they both appear to be proper. There are also additional computer networking technical support services being provided. Services received appear to be appropriate, for official business, and properly authorized.

Client Response - *None*

We were not engaged to, and did not, perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Revenue Cabinet and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

Respectfully submitted,



Edward B. Hatchett, Jr.
Auditor of Public Accounts

Engagement fieldwork completed -
November 26, 2002

